

Traineeship renewal checklist

You can continue to receive the wage subsidy if your trainee completes their traineeship and are then enrolled in another qualification as a fee paying student or through another traineeship to fulfil the two year employment requirement of the program.

However, there are some things you should consider and check off in the table below.

Considerations	Check
1. If you are considering another traineeship:	
a. Are you registered with TAS for the qualification? (Refer here to check your TAS registrations)	<input type="checkbox"/>
b. Does the supervisor have the appropriate qualifications/ experience required by TAS?	<input type="checkbox"/>
c. There is NO \$4000 Employer Incentive for a second traineeship through the Australian Apprenticeship* Support Network (ASN) providers. Check with <i>Business SA/ MEGTI/ MAS National</i> and/or your Group Training Provider (GTO) as employer incentives may change.	<input type="checkbox"/>
d. Is the qualification on the <i>Certificate III traineeship qualifications</i> PDF on the program's webpage ? (2016 SA approved traineeships.)	<input type="checkbox"/>
e. A Certificate IV traineeship will increase the trainees rate of pay by 3.8% (refer <i>Training Wage Arrangements</i> section in the 2016 Council Awards (LGEA & SAMSOA)). Check how this will impact your wage budget or your GTO weekly charge out rate (where applicable).	<input type="checkbox"/>
f. Is your current training provider able to deliver the new qualification? <ul style="list-style-type: none"> I. If not, who can? II. What are the costs for regional delivery and/or travel for off-the-job training? III. Is the qualification on the State <i>WorkReady</i> subsidised list (or going to be when you sign up)? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. If you are considering another qualification that is not a traineeship (i.e. no contract of training):	
a. Which registered training organisation (RTO) delivers it?	<input type="checkbox"/>
b. Costs of regional delivery, off-the-job travel and training support?	<input type="checkbox"/>
c. Salary implications?	<input type="checkbox"/>
3. The amount of on-the-job and off-the-job training required?	<input type="checkbox"/>
4. Additional support and time required by the supervisor for a higher qualification?	<input type="checkbox"/>

<p>5. Implications on future employability of the trainee if not retained by council beyond the program? (E.g. Higher quals can mean higher salary expectations that regional employers may not be able to offer/ consider.)</p>	<input type="checkbox"/>
<p>6. Capacity and capability of trainee to successfully complete and have the workplace opportunity to be competent in all units selected in a higher level qualification?</p>	<input type="checkbox"/>
<p>7. Discussions with the Training Provider lecturer, trainee and supervisor to ensure trainee has realistic expectations about what will be required of them and the support available so that they can successfully attain a higher qualification?</p>	<input type="checkbox"/>

*In South Australia, the term Australian Apprenticeships refers to both apprenticeships and traineeships (although supervision requirements and other criteria may differ).

A [link](#) to the Australian Qualification Framework (AQF) outlines the complexity/ depth of achievement and autonomy required to demonstrate competency at the various qualification levels (III, IV, Diploma) that may be of some assistance.

NB. Vocational Education and Training (VET) qualifications are not like school years where you progress to the next level upon completion of the former one. VET qualifications relate to *workplace competency*, which can take years to achieve.

Thank you for the opportunity to provide a brief update about this exciting program.

Information provided in this document was current as of November 2017.